

## Using TEAMS to Research FS/TANF Data

### TAFS (TANF/FS Data Search):

- Use TAFS to search on potential TANF or Food Stamps participants who have a participation code other than “Out” for the current calendar month.

Step	Action
1.	Log on to TEAMS.
2.	On the main menu (SYSE), type a character next to TAFS (TANF/FS Data Search) and press Enter.
3.	On TAFS, type the SSN of the person in the SSN field. Press Enter. <ul style="list-style-type: none"> <li>• If TEAMS displays “Client not found”, skip to Step 4 to allow TEAMS to search on the person’s name and date of birth information.</li> <li>• If TEAMS displays TAF1, skip to TAF1 section of this document.</li> </ul>
4.	Press F12 to clear the SSN from the screen. Type the Last Name, First Name, and Date of Birth (MMDDCCYY) of the person and press Enter. <ul style="list-style-type: none"> <li>• If TEAMS displays “Client not found”, this person:               <ul style="list-style-type: none"> <li>○ Does not have a current TANF or FS involvement, or</li> <li>○ Could have only “Out” participation codes, or</li> <li>○ You may have searched on the wrong SSN, or searched on a name/date of birth other than the primary name.</li> </ul> </li> <li>• If TEAMS displays TAF1, skip to TAF1 section of this document.</li> </ul>

### TAF1 (TANF/FS Household Summary):

- Use TAF1 to review the household summary, for the case found on TAFS.

Step	Action
1.	Review the data on TAF1. (Refer to the TAF1 Screen Guide for more details on each of the fields.)
2.	Press Enter on TAF1 to see if there are additional pages of data. <ul style="list-style-type: none"> <li>• If there are additional pages, they will display on TAF1.</li> <li>• If there are no additional pages, TAF2 will display. Skip to the TAF2 section.</li> </ul>
3.	On TAF1, you can navigate to the other screens using function keys: <ul style="list-style-type: none"> <li>• Press F4 (or Enter) to display TAF2 (TANF Benefit History).</li> <li>• Press F5 to display TAF3 (Food Stamp Benefit History).</li> <li>• Press F11 to display TAFS (TANF/FS Data Search). Your search criteria will be redisplayed on TAFS. Remember, use F12 to clear the TAFS screen, or type the new search criteria over the data used for the previous search.</li> </ul>

**TAF2 (TANF Benefit History):**

- Use TAF2 to review up to 12 months of TANF Benefit History, for the case.

Step	Action
1.	Review the data on TAF2. (Refer to the TAF2 Screen Guide for more details on each of the fields.)
2.	On TAF2, you can navigate to the other screens using function keys: <ul style="list-style-type: none"><li>• Press F6 to display TAF1 (TANF/FS Household Summary).</li><li>• Press F5 (or Enter) to display TAF3 (Food Stamp Benefit History).</li><li>• Press F11 to display TAFS (TANF/FS Data Search). Your search criteria will be redisplayed on TAFS. Remember, use F12 to clear the TAFS screen, or type the new search criteria over the data used for the previous search.</li></ul>

**TAF3 (FS Benefit History):**

- Use TAF3 to review up to 12 months of FS Benefit History, for the case.

Step	Action
1.	Review the data on TAF3. (Refer to the TAF3 Screen Guide for more details on each of the fields.)
2.	On TAF3, you can navigate to the other screens using function keys: <ul style="list-style-type: none"><li>• Press F6 to display TAF1 (TANF/FS Household Summary).</li><li>• Press F4 to display TAF2 (TANF History).</li><li>• Press F11 (or Enter) to display TAFS (TANF/FS Data Search). Your search criteria will be redisplayed on TAFS. Remember, use F12 to clear the TAFS screen, or type the new search criteria over the data used for the previous search.</li></ul>